Bylaws - Interdisciplinary Graduate program in Molecular and Cellular Biology -
(final revision Fall 2012)

The Ohio University Interdisciplinary Graduate Program in Molecular and Cellular Biology is an academic unit of the College of Arts and Sciences. The program's primary mission is to unite faculty members with broad scientific interests in Molecular and/or Cellular Biology into a cohesive and collaborative unit providing graduate training and mentorship to Ohio University students. In addition to its role in graduate training, the program strives to foster and support the professional development and research efforts of its faculty, recognizing that research-active faculty form the core of any graduate program.

Program Graduate Students: Program graduate students must be enrolled in the College of Arts and Sciences and are governed by the Memo of Understanding approved by the MCB graduate program and the home departments of MCB graduate students. Home departments include: Department of Biological Sciences, Department of Biomedical Sciences, Department of Chemistry and Biochemistry, and Department of Environmental and Plant Biology. The current Memo of Understanding can be found at the MCB web site: www.ohio.edu/mcb.

Program Faculty: Program faculty participate in the various activities of the program, serve on committees when needed, and most importantly, provide graduate training and mentorship to the program students. Although program graduate students must be enrolled in the College of Arts and Sciences, an Ohio University faculty member from any department, school or college wishing to participate in the program can submit a written request for membership to the Program Director. Included with the request should be a brief statement outlining the faculty member’s commitment to graduate training and mentorship and a current curriculum vitae. Program faculty will vote to accept or deny the application. The Program Director, with approval of the program faculty, will recommend acceptance to the Dean of the College of Arts and Sciences. Acceptance into the program will be complete after approval by the Dean.

Program Administration:

The administrative structure of the program consists of the following:

1. Program Director
2. Curriculum Committee
3. Graduate Committee
4. Program administrative assistant

The Curriculum and Graduate Committees shall each be composed of five members, one from each department that functions as a home department for MCB graduate students (i.e., Biological Sciences, Biomedical Sciences, Chemistry and Biochemistry, and Environmental and Plant Biology), plus an at-large member open to all program faculty. Terms run for one year, beginning on July 1. Each year the chair of each home department will nominate faculty from their department (who is an MCB
participating faculty) to serve on each committee. Nominations for the at large position are open to any MCB faculty member, self-nominations are allowed. After the appointment/nominating process is complete, an e-mail poll of MCB faculty will be held to approve appointed committee members, and a runoff election held if more than one nomination for each at large position is received. The process should be complete before the end of spring semester. Once the committee is established, committee members will select a Committee Chair.

A nominating subcommittee composed of 2 members; one each from the Curriculum and Graduate Committees will collect nominations and hold elections for the Program Director, whose term is 4 years in length beginning July 1. The Program Director must be selected from the participating program faculty and be a member of the College of Arts and Sciences. Results of the election of the Program Director constitute a recommendation to the Dean of the College of Arts and Sciences.

Responsiveness to the views and concerns of the students enrolled in the program is strongly encouraged. To this end, program students will meet in September of each year and elect one student representative to each program committee. The MCB student representative to the graduate committee will serve on the Graduate Student Senate.

A Budget Committee may be appointed at the discretion of the Director to advise the director on important budgetary concerns. The composition of the committee should have members from each home department (i.e., Biological Sciences, Biomedical Sciences, Chemistry and Biochemistry, and Environmental and Plant Biology).

During the spring semester each year, the Chair of the Graduate Committee will conduct a written poll of the participating faculty to evaluate the performance of the Program Director. Results of this poll will be included in the annual progress report submitted to the Dean of the College of Arts and Sciences and program faculty (see duties of the Program Director).

Duties of the Program Director:

1. Liaison with the Dean of the College of Arts and Sciences and participating Department Chairs.
2. Submit an annual progress report to the Dean.
3. Convene meetings of the participating faculty (at least one meeting of the program faculty per semester).
4. Development and administration of program budget.
5. Work with program faculty to assure that MCB courses are taught, including assigning teaching responsibilities.
6. Assure that MCB graduate students are making good progress toward completion of their degrees.
7. Promote a good working relationship with MCB alumni and the MCB alumni board. Assure that the MCB alumni newsletter is published each year.
8. Work with the graduate and curriculum committees when necessary.
9. Represent program at appropriate venues outside the program and University.
10. Immediate supervisor of the program administrative assistant.
Duties of the Curriculum Committee:

1. The basic function of this committee is to develop and recommend to program faculty policy and content relating to program curriculum.
2. Regularly review the program curriculum and make recommendations for change, including: a) curriculum core requirements, b) development of course listings and c) updating the Memos of Understanding for Masters and Ph.D. students.
3. Cooperate with departmental Curriculum Committees in the review and approval of new MCB courses.
4. During the Spring semester review student progress reports, identify deficiencies, and report to the Graduate Committee.
5. Handle student questions and concerns regarding the curriculum.

Duties of the Graduate Committee:

1. The basic function of this committee is the recruitment, selection, and admission of new graduate students. In addition, the Graduate Committee shall be responsible for dealing with issues relating to student progress.
2. International students have additional needs. The Graduate Committee is responsible for helping students with obtaining a student visa and problems with English proficiency once they are enrolled.
3. It is the responsibility of the Graduate Committee to appropriately budget the program stipend budget and make determinations of student support.
4. Handles requests from students such as changing advisors, leaves of absence, etc. This includes addressing student grievances relating to matters of financial aid, advisors, advisory Committees, or academic problems.
5. Development and updating of recruitment materials, including the program web page.
6. Working with Department Graduate Committees as needed in the recruitment, selection, and admission of new students. In addition, address problems of student progress and dismissal.